



Oklahoma Office of Workforce Development
900 N. Portland Ave.
Oklahoma City, OK 73107

TECHNICAL ASSISTANCE - #TA-06-2016

DATE: November 9, 2016

RE: Youth Follow-Up & WIOA Income Calculation Worksheet and Addendum to Attachment E

Local Area Question on Youth Follow-up:

1. Could you please send us any copies you have of any of the local workforce board policies regarding follow-up that OOWD believes are complaint and satisfactory?

OOWD Response #1: There is a follow-up process in the policy. However, it is impractical to require a case manager to reasonably conduct follow-up on a client that refuses to complete an individual service strategy, refuses to complete program goals or will not cooperate with the follow-up process." Workforce Development Boards have the discretion to implement policy on these processes. The OOWD will review each area policy during monitoring and provide feedback as deemed needed.

Department of Labor Response: The Department recognizes the concerns that some youth may not be responsive to attempted contacts for follow-up, and other youth may be difficult to locate making it impossible to provide follow-up services for such individuals. Based on the comments received, the Department has added language to the regulatory text to § 681.580(c) clarifying that follow-up services must be provided to all participants for a minimum of 12 months unless the participant declines to receive follow-up services or the participant cannot be located or contacted.

Local Area Question on WIOA Income Calculation Worksheet:

2. Regarding the income calculation worksheet, could you please send me the instructions on how to use that form as soon as possible?

OOWD Response: We have provided the attached additional instructions on completing the WIOA Income Calculation Worksheet Part II. These are the additional instructions that will be added in the next policy revision as an addendum and posted on the Oklahoma Works website.



ADDENDUM TO ATTACHMENT E

METHODS FOR CALCULATING INCOME

When calculating income, States and local workforce development areas are encouraged to use any one of the following methods. The examples are illustrative only, and local workforce development areas should obtain as many pay stubs as possible.

STRAIGHT PAY OR SALARY METHOD

Under the Straight Pay or Salary Method, the individual supplies a sample of pay stubs covering the most recent six months of family income. There is no variation in the wages for any of the pay stubs submitted for the income verification; therefore, the intake worker calculates the income based upon the wages indicated on one of the pay stubs. The gross income is multiplied by the number of pay periods in the six-month determination period (26, 13, 12, or 6 respectively). The result is multiplied by two, to get the annualized income used to determine eligibility.

Example: Five pay stubs are provided indicating gross wages of \$991.00 each. The pay frequency is biweekly (13 times in six-months). The intake worker multiplies the gross wages indicated on the paystub by the frequency of the pay periods to get income for the six-month determination period. The six months income is multiplied by two to get annualized income.

$$\$991.00 \times 13 = \$12,883.00 \times 2 = \$25,766.00 \text{ Annualized Gross Income}$$

AVERAGE PAY METHOD

Under the Average Pay Method, a sample of six pay stubs are submitted which show variation in the gross earnings. The variation may result from overtime, lost time or work for a different employer. In calculating the annualized income, the intake worker must determine the average gross earnings based upon the number of pay stubs provided. To determine the average gross earnings, the intake worker must total the gross earnings of: all pay stubs provided and divide the result by the number of pay stubs. The result will be the average gross earnings per pay period. After determining average gross earnings the intake will worker will then determine the pay frequency and multiply the average gross earnings by the number of pay periods in a year.

Example: Participant provides intake worker with six pay stubs with gross earnings of: \$534.00, \$475.00, \$398.00, \$534.00, \$498.00, and \$534.00. The pay frequency is weekly. The intake worker should do the following:

$$\begin{aligned} \$534.00 + \$475.00 + \$398.00 + \$534.00 + \$498.00 + \$534.00 &= \$2,973.00 \\ \$2,973.00 / 6 &= \$495.50 \text{ Average Gross Earnings} \\ \$495.50 \times 52 &= \$25,766.00 \text{ Annualized Gross Income} \end{aligned}$$

YEAR-TO-DATE METHOD

Under the Year-To-Date method of calculating annualized gross income, the individual provides recent pay stubs with cumulative year-to-date gross earnings indicated on the pay stub. The

cumulative year-to-date gross earnings indicate the gross earnings up to the date of the pay period ending date on the pay stub. To compute the annualized income, the intake worker counts the number of pay periods that have occurred since January 1 or from the date of employment if after January 1. The intake worker divides the number of pay periods into the gross year-to-date earnings indicated on the pay stub. The result of this computation (average gross income per pay period) is then multiplied by the number of pay periods in the six-month determination period. The result is then multiplied by two, to determine the annualized gross earnings.

Example: Individual provides the intake worker with a recent pay stub indicating year-to-date earnings of \$18,829. The pay period ended September 30. The pay frequency is biweekly and the individual has been employed since January 1. Nineteen pay periods have occurred since January 1. The intake worker should do the following:

$\$18,829.00 / 19 = \991.00 Average Biweekly Earnings.

$\$991.00 \times 13$ (pay periods) = $\$12,883.00 \times 2 = \$25,766.00$ Annualized Gross Income.

INTERMITTENT WORK METHOD

When an individual has not had steady work with one or more employers, the individual shall supply as many pay stubs as possible and complete an Applicant Statement explaining all missing pay stubs and non-work periods during the last six-months. In this case the intake worker totals all wages for the six-month period and multiplies the result by two to annualize the Gross Income. If the individual reports little or no includable income, the individual shall indicate other resources relied upon for life support during the last six months. Resources may include such things as gifts, loans, unemployment compensation, etc.